

Recruiting New Members of the Children's Work and Youth Work team

New members should be asked to complete an **Application Form** and a **Confidential Declaration Form**. Examples can be found in the Church of England document: *Safeguarding Guidelines relating to Safer Recruitment*, published in 2010.

A model **Application Form** – called the Model Parish Church Registration Form for voluntary workers with children and vulnerable adults in parishes can be found on pages 35-36

A model **Confidential Declaration Form** can be found on pages 32-34

New members of the team should be asked to complete these forms before they are asked to apply for a **CRB Disclosure**. Further guidance on determining which roles require CRB Disclosure is given in *Safeguarding Guidelines relating to Safer Recruitment* (see above), Appendix 1 (pages 20-22) and Appendix 2 (pages 23-24).

From January 2011, the Diocese stopped offering parishes access to the CRB. PCCs were recommended to use the Churches Agency for Safeguarding. Further information about this change can be found in the letter *Criminal Records Bureau Parish Administration Changes* on the **Criminal Records Bureau Disclosures** link at the web location given above.

Each parish involved in children's and youth work will have a Recruiter and a Verifier, who administer the paperwork for CRB applications. Having a criminal record does not automatically bar someone from working with children and young people. The Diocesan Policy on Recruitment of Ex-Offenders can be found in the **Policy and Guidance** section on the web location given above.

For further information, or to obtain paper copies of the documents itemized here, please contact:

Ruth Reavley
Diocesan CRB Administrator
Diocesan Church House
North Hinksey Lane
Oxford OX2 0NB
01865 208297
Email ruth.reavley@oxford.anglican.org

Stephen Barber
Diocesan Safeguarding Children Adviser
Diocesan Church House
North Hinksey Lane
Oxford OX2 0NB
01865 208290
Email stephen.barber@oxford.anglican.org